

## VII OPERATIONS AND MAINTENANCE

The implementation of this Plan will require additional staffing and resources to accomplish the Tasks that are established in Chapter VI. The Wildlife Area is not currently assigned specific staff time or budget. This Plan proposes proactive application of the ecosystem approach to the management of the riparian habitat at a level that is more intense than the past. This will require a commitment of additional budgetary resources if the Goals of this Plan are to be achieved. This Chapter contains an identification of the anticipated staffing and budgetary needs of the Wildlife Area. It is intended to serve as a resource in the development of future Department budgets in regard to the Wildlife Area.

In addition to financial resources, this Plan will require management focus to ensure that it is kept appropriately current and revised as necessary to respond to changing situations. It is fully expected that the ongoing, adaptive management of the Wildlife Area and advancement of scientific knowledge regarding the riparian corridor will result in new techniques and opportunities for more effective management of the riparian habitat. Procedures to help keep this Plan current and relevant are included in this Chapter.

### ❖ **Existing Staff and Additional Personnel Needs**

Currently, there are no Department staff specifically budgeted to the Wildlife Area. Existing staff positions do, however, provide services to the Wildlife Area including the following:

- Approximately 10 to 15% of an Associate Wildlife Biologist's time
- Approximately 30 to 40% of a Fish and Game Warden's time

No maintenance staff is assigned to the Wildlife Area and no budget is established for operations and maintenance of the property. This provides for a relatively low level of management activity.

An additional amount of Department staff time devoted to planning and coordination activities along the river. These include participation in SRCAF programs and committees, CALFED Program activities and other planning and coordination activities related to the Sacramento River corridor. These activities require a portion of the time of a Deputy Director, Supervising Wildlife Biologist and Associate Fisheries Biologist as well as other positions on an occasional basis.

To appropriately support the Wildlife Area and to perform the tasks identified in this Plan, a combination of program management, site management, maintenance and warden staffing is required. The staffing program proposed in this Plan incorporates permanent staffing augmented by seasonal labor.

#### **Program Management – Senior Wildlife Biologist position (1.0 PY)**

The direction of the Wildlife Area as well as staffing of Department planning and coordination activities along the river requires a Senior Wildlife Biologist position. The individual will serve as the manager of the Wildlife Area, perform technical tasks and give direction to the maintenance staff. The individual will

serve as the Department's principal representative at SRCAF committees and will coordinate with other agencies and interests. This person will have the principal responsibility for implementation of this Plan.

**Site Management - Habitat Supervisor I position (1.0 PY)**

Day to day field operations will require a Habitat Supervisor I position. The individual will act as the field manager for the Wildlife Area, performing the basic communications, monitoring and support functions. The individual will also assist and direct regular Department staff, seasonal labor and volunteers performing maintenance tasks as directed by this Plan.

**Maintenance – Tractor Operator / Laborer position (2.0 PY) and seasonal labor positions (3.0 PY)**

Under the direction of the Habitat Supervisor I, two skilled positions will be required to operate machinery and perform maintenance tasks related to signing, access improvements, control of invasive, nonnative species and other habitat improvement projects. Additional seasonal laborer time (equivalent to 3.0 PY) will be required to complete the range of tasks that must be accomplished outside of the winter flood season.

**Law Enforcement – Fish and Game Warden (1.0 PY)**

A full Fish and Game Warden position will be required to patrol the Wildlife Area to protect the habitat, fish and wildlife resources. The individual will provide a frequent presence to deal with fish and game violations and enforce other Wildlife Area regulations including those related to vehicular use, vandalism and dumping. The individual will also assist wildlife area neighbors with related concerns regarding trespass and vandalism.

The Department will still devote additional management resources to the SRCAF and to related CALFED Project programs, but this time will be substantially reduced from the current commitment due to the proposed staffing program.

❖ **Operations and Maintenance Cost**

The proposed staffing of the Wildlife Area and the requirements of an annual operations and maintenance budget has been evaluated in order to establish the annual cost of the operation of the Wildlife Area. The annual cost of the proposed Wildlife Area function (salary, benefits, materials and supplies) is estimated to be approximately \$457,000 in 2003 dollars.

**Staffing**

The annual cost of the proposed staffing program is as follows:

<u>Position</u>	<u>PY's</u>	<u>Salary</u>
Senior Wildlife Biologist	1.0	\$ 70,400
Habitat Supervisor I	1.0	\$ 46,600
Tractor Operator/Laborer	2.0	\$ 90,200
Fish and Game Warden	1.0	\$ 53,200
<u>Seasonal Labor(s)</u>	<u>3.0</u>	<u>\$ 34,800</u>
Total Staffing	8.0	\$ 295,200

**Materials and Supplies**

A materials and supplies budget will be required to provide office supplies, materials, fuel and small tools, etc. to support the management and maintenance activities. Cost considerations will include replacement signs, fences and gates, herbicides for control of invasive species, gravel, etc. On the basis of comparison with other, similar riparian habitat maintenance operations, an annual budget requirement of \$75,000 is proposed.

**Capital Equipment**

Initial equipment that would be required for the proposed staffing program will include:

- One operations vehicles (1/2 or 3/4 ton 4wd pickup)
- Two maintenance vehicles (1/2 or 3/4 ton 4wd pickup with crew cab)
- One warden's vehicle (1/2 or 3/4 ton 4wd pickups)
- Two tractors with a backhoe and/or front loader and a trailer
- One jet boat with trailer for patrol and operations
- Office equipment

On the basis of discussions with Department and USFWS staff, an initial capital cost of \$300,000 is proposed.

**❖ Future Revisions to this Plan**

All planning documents eventually become dated and require revision so they can continue to provide practical direction for operational activities. A common and unfortunate situation is that the revision of planning documents is often neglected because the process for revision is considered too involved and too cumbersome. To address this problem, this Chapter incorporates a hierarchy of revision procedures in which the level of process and required involvement is proportionate to the level of change that is proposed. This Plan reflects the best information available during the Planning Process, but it is understood that new information will become available over time and there will be the need to make adjustments to keep this Plan current. Such new information may include any of the following:

- ◆ Feedback generated by adaptive management of the Wildlife Area.
- ◆ Other scientific research that directs improved techniques of habitat management.
- ◆ Documented threats to the habitats and/or fish and wildlife species.
- ◆ New legislative or policy direction.

When the new information dictates a change to this Plan, it is important that there is an appropriate process established. Public outreach and public input will be necessary in proportion to the proposed change to the policy established by this Plan. Unless a reasonable and clear revision process exists, this Plan, like plans in many organizations will become outdated and irrelevant.

**Minor Revisions** – A process is required to accommodate minor revisions to this Plan that may include the addition of new property to the Wildlife Area or the adoption of limited changes to the Goals and Tasks that are directed through adaptive management, by other scientific information or by legislative direction. This procedure will be applicable to revisions which meet the following criteria:

- No change is proposed to the overall Purposes of this Plan.
- CEQA documentation (if required) is prepared and approved
- Appropriate consultation within the Region and with the Lands and Facilities Branch occurs.
- Appropriate consultation with other agencies occurs.

- Adjoining neighbors are consulted regarding the revision, if the revision is related to a specific location or the acquisition of additional area.
- An information presentation is made to the SRCAF.

The Minor Revision may be prepared by the staff assigned to Wildlife Area or with other Department resources and requires approval by Regional Manager.

**Major Revision or a New Comprehensive Management Plan** – New policy direction or a new comprehensive management plan requires a procedure comparable to the Planning Process, but also proportionate to the level of policy change that is proposed. This procedure will be applicable to revisions which meet the following criteria:

- Substantial revision is proposed to this Plan or the adoption of a complete new plan is proposed.
- Appropriate CEQA documentation is prepared and approved.
- Appropriate consultation within the entire Department occurs.
- Appropriate coordination and consultation with other agencies occurs.
- A public outreach program is conducted proportionate to the level of the proposed revision.
- An information presentation is made to the SRCAF.

The Major Revision or New Plan may be prepared utilizing available Department resources. The Major Revision or New Plan requires recommendation by the Regional Manager and approval by the Director of the Department.

If the appropriate procedure for a particular, proposed revision is not apparent, the determination of which of these procedures to use shall be made by the Regional Manager in consultation with the Lands and Facilities Branch.

**Five Year Plan Status Reports** - Periodic evaluation is important to help ensure that the Purposes and Goals of the Plan are being met. Chapter VI, Management Goals contains many specific Tasks that involve monitoring of the Wildlife Area and evaluation the adequacy of the Area's management. Cumulatively these efforts will provide feedback regarding the success of the overall management effort. Periodic and detailed analysis of this feedback data will, however, be necessary to assess the status of this Plan.

An exhaustive review of the achievement of the Goals of the Plan should be prepared every five years following the date of adoption of this Plan. A Status Report documenting this review should include the following elements:

- ◆ Evaluation of the achievement of the Purposes and Goals of this Plan.
- ◆ Evaluation of the completion or annual completion, as appropriate, of the each Task contained in this Plan.
- ◆ Evaluation of the effectiveness of the Department's coordination efforts with the SRCAF, CALFED, local government and other property management and regulatory agencies involved in the river corridor.
- ◆ Notation of important, new scientific information that has bearing on the management of the Wildlife Area.
- ◆ Recommendation for revisions to this Plan to incorporate new information and improve its effectiveness.

The Status Report should be prepared by the project manager. It should be submitted to the Lands and Facilities Branch for review and comment, approved by the Regional Manager and submitted to the Director of the Department. This Report should serve as a basis for revision of this Plan and appropriate adjustment to ongoing management practices.